MICHIGAN
ROSS SCHOOL OF BUSINESS

FILE MATERIAL REQUEST FORM

Student Name: _____
Last First Middle Initial

Student ID #: _____ Email: _____

Program: ◯ BBA ◯ MBA Day ◯ MBA Evening ◯ MAcc ◯ Joint MBA

☐ Resume ☐ Essay

☐ GMAT Scores ☐ Transcripts*

☐ Application Form

☐ Other – (Please Specify) _____

Delivery Method:

☐ Student Mail Folder

☐ Send to: _____

_____

Processing of request requires a minimum of two business days.

To view your student file, please make an appointment with an Academic Services advisor.

Business School policy on access to student records follows Federal and State laws, as well as the University of Michigan policy listed in the University Time Schedule. All students currently or formerly enrolled in the School may examine all materials in their records except for those items exempted in the School Student Records Policy.

* While students may request copies of transcripts in their student files, please be aware of the following:

- Outside agencies requesting transcripts (e.g., employers, other grad programs) usually require official transcripts directly from the issuing institution.
- Copies of transcripts in your file will be marked "COPY" before being released.
- Especially for U.S. schools, students should request official copies of transcripts directly from the issuing institution to avoid these concerns.
- Official copies of any University of Michigan transcript can be ordered, free of charge, via Wolverine Access. Fees may be imposed for rush orders.

Student's Signature Date

To be completed by Academic Services: Date Ready: _____ Processed by: _____